

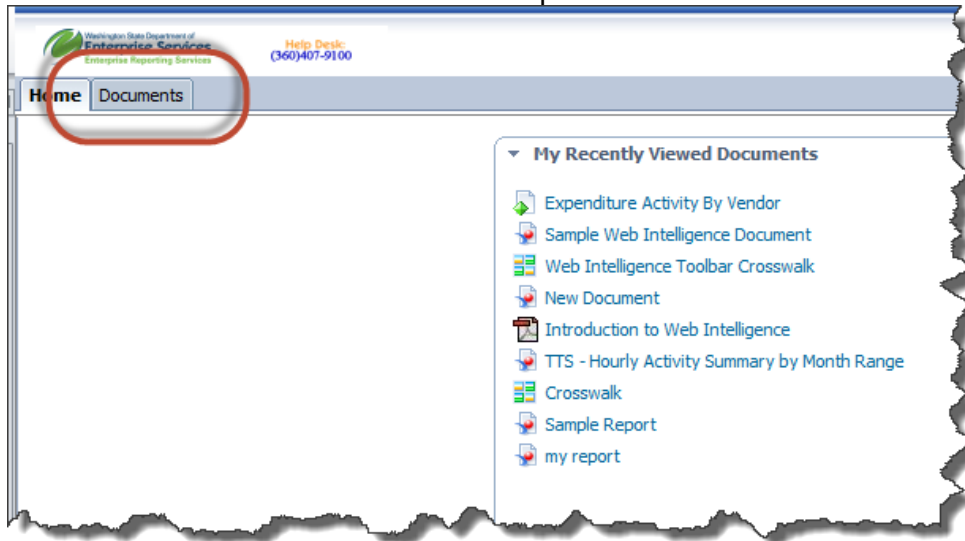
How to Create Shortcuts to Standard Reports

The Report Portal does not have a feature to allow customers to add a shortcut to their favorites. Users who want to add a shortcut to the Portal will need to use the Business Objects 4.0 environment. Below are the steps to create shortcuts using Business Objects 4.0.

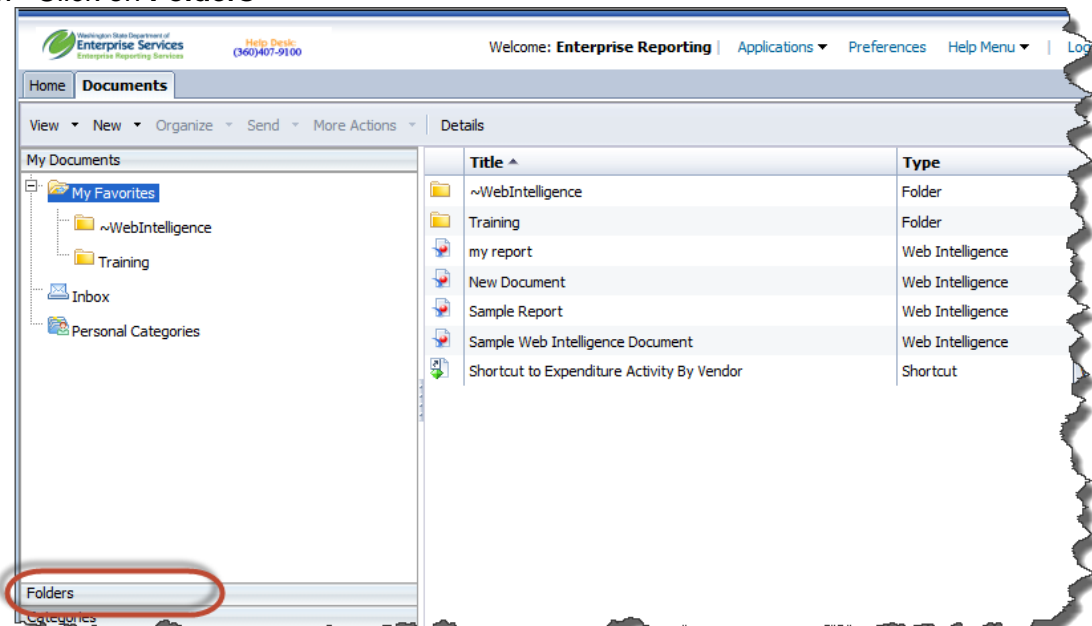
1. Log into Business Objects 4.0

- Within the State Government Network: <https://reporting.des.wa.gov/BOE/BI/custom.jsp>
- Outside the State Government Network: <https://secureaccess.wa.gov/>

2. Click on the **Documents** tab at the top.

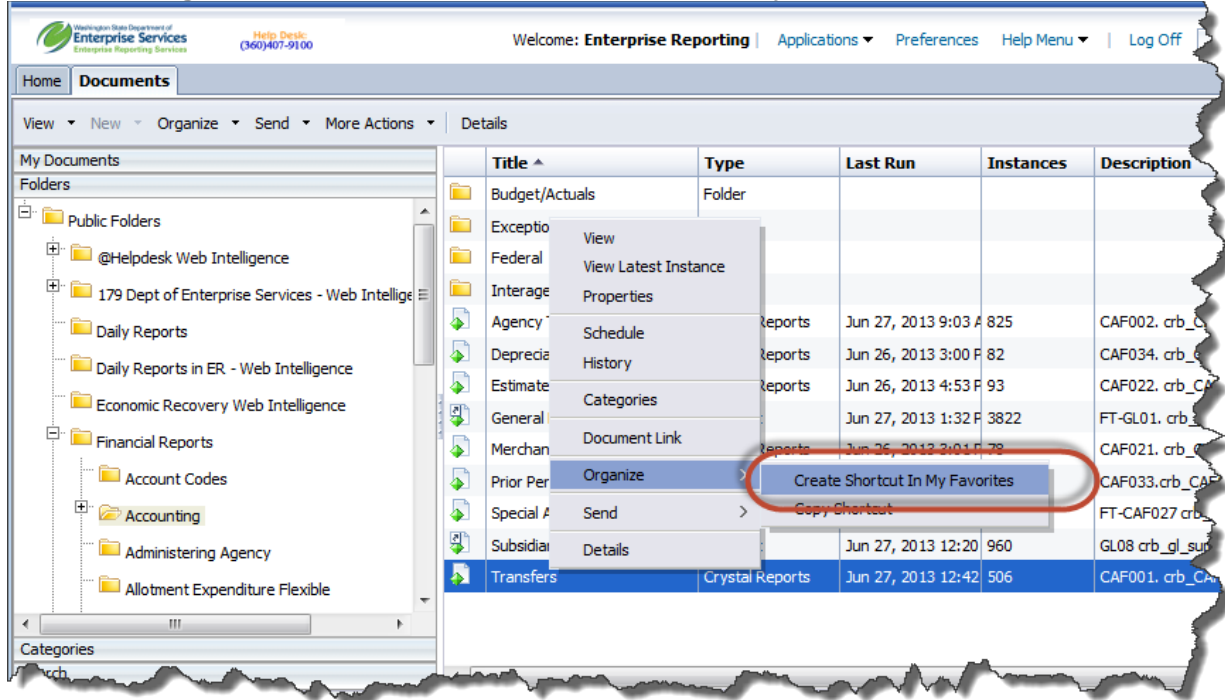


3. Click on **Folders**



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4. Navigate to the report you want to create a shortcut for and **Right Click** on it.
5. Select **Organize** and then select **Create Shortcut in My Favorites**.



6. You will now see a shortcut to this report in your **My Favorites** folder in the Report Portal.

